

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting
Thursday February 25, 2021
8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m., roll call was performed.

Action Items – Eric Troyer, Chair, Partner, Kerkering Barberio & Co.

Approval of November 12, 2020 Combined Exec & Board Meeting Minutes

Eric Troyer, Chair asked for a motion to approve the November 12, 2020 meeting minutes.

Motion: Peter Hayes

Second: David Kraft

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Independent Auditors Report for Program Year Ending 6-30-20

Mr. Richard Powell presented the Independent Auditors Report for program year ending June 30, 2020. Mr. Powell reported that it was a clean unmodified opinion. Total liabilities and net assets are \$959,943, and in 2019 it was \$1,063,819. The total expenses for 2020 were \$6,345,892 with net assets. The statement of functional expenses were \$6,345,840 and is shown broken down for each category. The statement of cash flows shows \$708,835. Mr. Powell also stated that most of our capital assets are about 98% depreciated. Mr. Jones stated we had a successful year and operated within our budget and slightly increased our net assets. In this report there were no questionable costs or findings. A copy of the report was distributed in the meeting materials packet.

Motion: George Barthalow

Second: Tim Novak

Chair Troyer called for a vote; the motion passed unanimously.

Mr. Charles William, DEO performed the performance review for our region. Mr. Williams showed the flowchart of the workforce system, discussed indicators of performance and the results for Region 18. We have met or exceeded all primary indicators except for one, youth common measures. Mr. Williams stated this indicator is a struggle for most of the regions. Mr. Gagliano reported that as of now our current numbers are good so far in 2021, we are on target for this particular indicator. Mr. Williams presented the finding for fiscal year 2019-2020. There was a total of nineteen findings and in respect to the number of files reviewed and the number of potential findings this is a good report. Region 18 is responding with the corrective action plan for the findings. On the financial monitoring report there were no findings and 4 observations. Mr. Williams then presented pie charts showing the distribution of funds for our region, our administrative expenditures were 7% which is below the 10% cap. Out ITA expenditures were 33.12% with a minimum of 30%, our WIOA requirement was 30.87% with a min of 20% requirement, our out of school youth is 96% with a minimum of 75%.

Mr. Ehrlichman introduced Commissioner Kruse and welcomed him to the board.

One Stop Operator Report – Mr. James Disbro presented the one stop operator report submitted by Sanders Bell, our one stop operator consultant. One the report is the scope of work and activities and an update on our progress with our MOU's with our mandated partners. Mr. Bell and several staff held a meeting on February 18, 2020 to help the mandates partners understand the MOU and IFA (infrastructure agreement) process.

COMMITTEE REPORTS

Finance & Performance Committee Report

Robin Dawson reported for Walter Spikes, Jr who was at the meeting but in transit. Ms. Dawson reported on the first two quarters of program year July 1, 2020 – June 30, 2021. Overall burn rate at this point was 47%. The report shows a percentage of budget expended by category as of 12-31-2021:

| | |
|------------------------------|-----|
| Personnel Costs | 51% |
| Facility Costs | 53% |
| Office Furniture & Equipment | 0% |
| Operating Costs | 42% |
| Program Services | 38% |

State and federal expenditure requirements reported as of 12-31-2020:

| | | |
|--------------------------------------|--------|----------------------|
| • Admin Expenditure Rate | 3.59% | Max 10% |
| • Indirect Rate Avg | 12.84% | Approved Rate 13.54% |
| • Individual Training Accounts (ITA) | 31.20% | Min Required 30% |
| • Youth Paid Internship Exp | 30.87% | Min Required 20% |
| • Youth Out of School Exp | 96.01% | Min Required 75% |

A copy of the report was included in the meeting materials. Access to Form 990 was emailed to all board members for review.

STAFF REPORTS

Kathy Bouchard reported that we have onboarded four new employees, most of the positions were due to staff promotions. We are working on a Pathway Home 2 grant that works with incarcerated individuals in preparing them for the workforce upon their release. We will team with three other workforce boards (Pinellas Tampa and Polk) on this grant.

Linda Benedict reported on the Ticket to Work program, we have 33 active clients and we are participating on the EN marketing with the ability to contact 5,000 SSI clients to see if we can help them back into the workforce. The return is generally very low, but we have made 2,262 follow up calls that resulted in 60 appointments and 12 tickets.

Anthony Gagliano reported we have 68 new scholarships and over 400 requests, we have expended over \$32,000 on youth scholarships. We have assisted employers with 47 clients with our COVID grant and we are also still working on the Opioid grant trying to get clients onto healthcare professions.

Jen Zak reported we are focusing on raising awareness and have created new landing page targeting specific audiences. We have received over 220 leads so far. Communications team is working on weekly emails targeting campaign. We have \$41,000 in credits with Moore communication to work on employer training campaign and were working on a board update snapshot email.

Michael Meerman reported we have two events coming up, the State of Talent conference that will be virtual and live streamed on May 12th and we are looking for sponsors. Bank of America has already agreed to be a sponsor. Additional information can be found here. [State of Talent Conference – CareerSource Suncoast](#) The other event is the ten week CEO class that we partner with the City of Sarasota, this will be the 26th class.

Josh Matlock reported on the workforce hearing at the legislative level, the COO group that has expanded to not only COO's but other staff who can add beneficial views to the meetings that are now held every other week. It is an open and candid group helping each other with similar issues. There will be a workforce summit this year in Orlando in September and will be both virtual and in-person.

James Disbro reported on Crosswalk, our agency to agency referral system. We currently have over 40 agencies connected and six other regions will also sign up. That will encompass 22 total counties using crosswalk. Also in response to a suggestion from Sharon Hillstrom we are working on making it available to employers to use for their employees.

In closing, Ted Ehrlichman is pleased with the spirit of the dedication of staff and board members in working on the 5 priorities, specifically the continuous improvement and tell our story from our strategic plan and focused on getting people trained for a better career.

Anthony Gagliano reported our office are still open by appointment only with five appointments per hour and this process is working well.

Next Meeting and Adjournment

Chair Troyer informed the board that the next board meeting will be on March 25, 2021
The meeting adjourned at 9:31.

Respectfully submitted,



Ted Ehrlichman
President, CEO

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

| Absent Present | Board Member |
|-------------------|--|
| | |
| P | George Barthalow, VR Area Supervisor, Vocational Rehabilitation |
| P | Tom Bedwell, Assistant Training Director, Tampa Area Electrical JATC |
| P | Commissioner George Kruse, Manatee County |
| P | Jim Bos, President, MBJ Group |
| P | Ashley Brown, President, Women’s Resource Center |
| P | Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC. |
| P | Terri Clark, Dean of Lifelong Learning, State College of Florida |
| A | Christine Clyne, HR Director, Village on the Isle |
| P | Jackie Dezelski, President, Manatee Chamber of Commerce |
| P | Ron DiPillo, Executive Director, Sarasota County Schools |
| P | Lisa Eding, Human Resource Director, Centauri Insurance |
| A | Luis Font, LIUNA, Laborers International Union |
| P | Jakobie Green, STAR Student |
| P | Roscelyn Guenther, Boys & Girls Club of Sarasota County |
| P | Peter Hayes, President, Tandem Construction |
| P | Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation |
| A | Kristi Hoskinson, Private Consultant |
| P | Jamie Kahns, Marketing Manager, Bank of America |
| P | Heather Kasten, President, Sarasota Chamber of Commerce |
| P | David Kraft, Founder, Vision Consulting Group |
| A | Rick Mosholder, Director, Human Resources, Hoveround |
| P | Tim Novak, Dean, LECOM |
| P | Walter Spikes, Realtor, Bright Realty |
| P | Eric Troyer, CPA/Partner, Kerkering Barberio & Company |
| P | Doug Wagner, Deputy Superintendent, Manatee County School Board |
| P | Ken Waters, VP, Residential Services, Sarasota Housing Authority |
| A | Commissioner Christian Zeigler, Sarasota County |
| | Staff Present; Ted Ehrlichman, Josh Matlock, Kathy Bouchard, Robin Dawson, Anthony Gagliano, Jen Zak, James Disbro, Tracey Barta, Cody Soler, Chet Filanowski, Karima Hability, Linda Benedict |
| | Other Attendees; Richard Powell, Powell and Jones CPAs, Charles Williams, DEO, Debbie DeLeon |
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27 Board Members (3 vacant positions) – 20 present at this meeting.